REGENCY®

CEILING FANS

Style that revolves around you.

• Ceiling Fan Owner's Manual •

• Strasburg •

11/05

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

General Installation & Operation Instructions

REGENCY® CEILING FANS

Important Safeguards:

1. **To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning**.

2. **To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring.** All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.

3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor.

4. When mounting on a ceiling outlet box, an approved box UL listed as "**suitable for fan support**" is required. The box and its supporting members must be able to support the moving weight of the fan's listed weight. The box must not be able to twist or work loose. Installation on a concrete ceiling should be performed by qualified personnel.

5. Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you **do not mix fan blade sets**, as each blade is part of a weighted set.

6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the "HOT" wires on the other side.

7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.

8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.

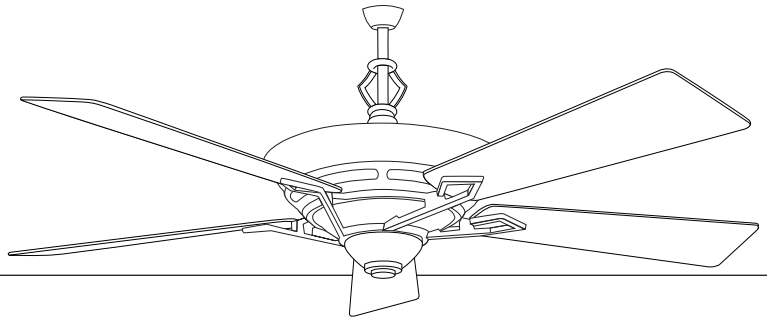
9. The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.

10. The fan should be turned off and allowed to stop rotating before reversing fan direction.

11. **Please note that the total wattage of the fan, the uplights and an optional downlight cannot exceed 300 watts.**

Important Safety Precautions

Thank you for choosing a Regency Ceiling Fan. You have chosen the best!
Your new ceiling fan has been designed to provide many years of service and enjoyment.



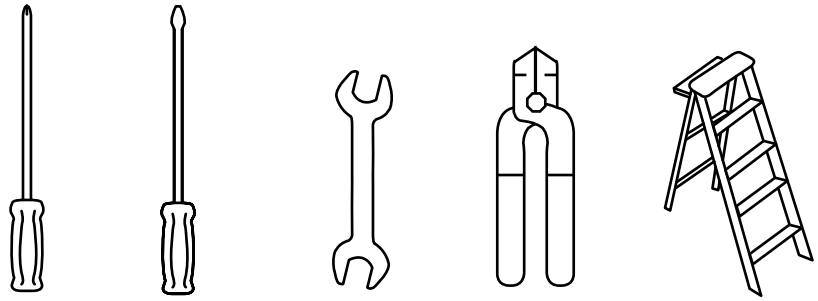
Warnings:

- **Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.**
- Support directly from building structure.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "**acceptable for fan support**" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- To reduce the risk of fire, electrical shock, or personal injury, only use this fan with an appropriate speed control device designed for use with ceiling fans if you choose a wall control. **DO NOT USE INCANDESCENT LIGHT DIMMER. Do not use this fan with any transformer type fan speed control device**.
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any objects(s) between rotating fan blades.

NOTE: The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for, and operating the unit.

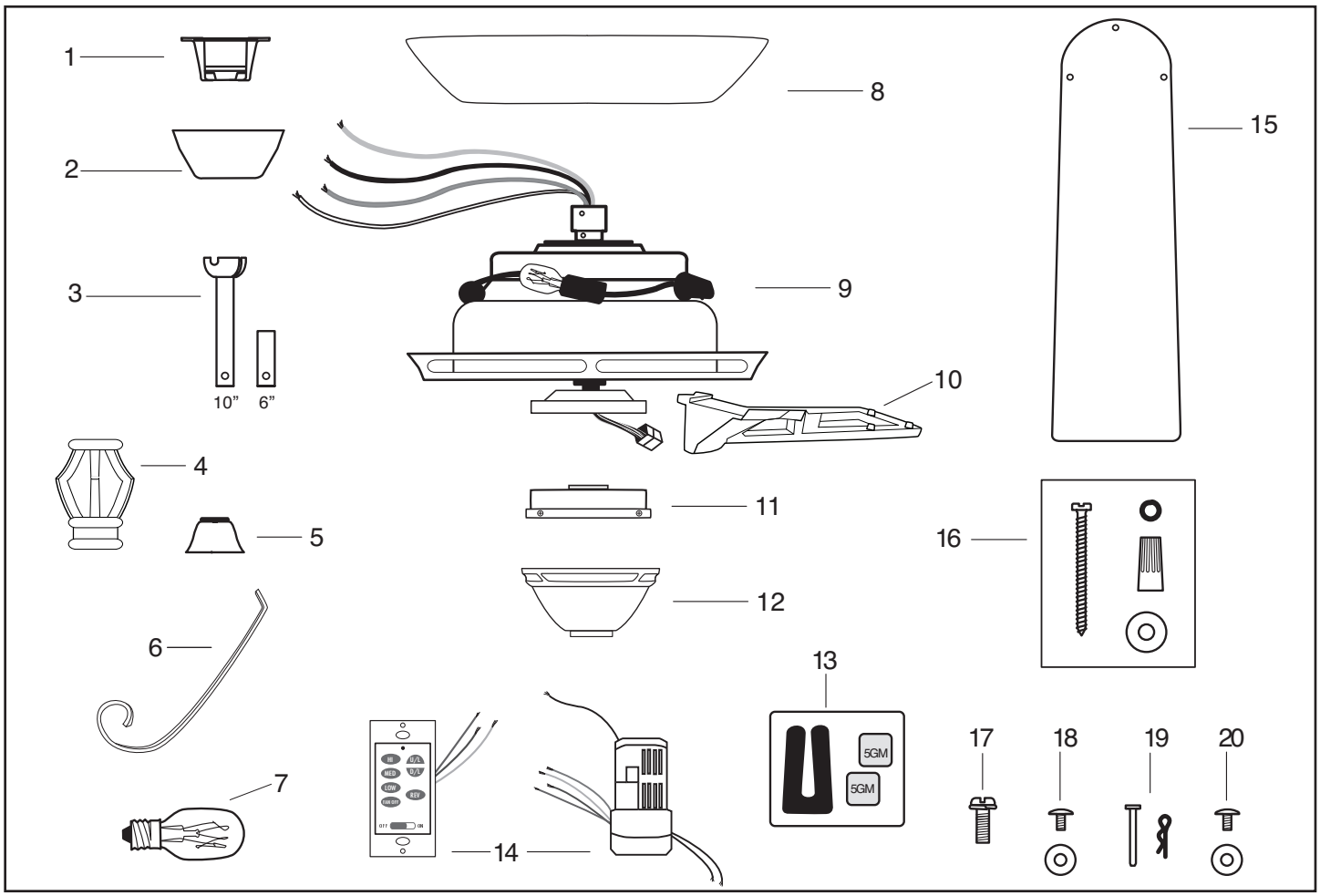
Tools and Materials Required

- Phillips screwdriver
- Blade screwdriver
- Wrench or pliers
- Wire cutter
- Stepladder
- Wiring supplies as required by electrical code



Unpacking Your Fan

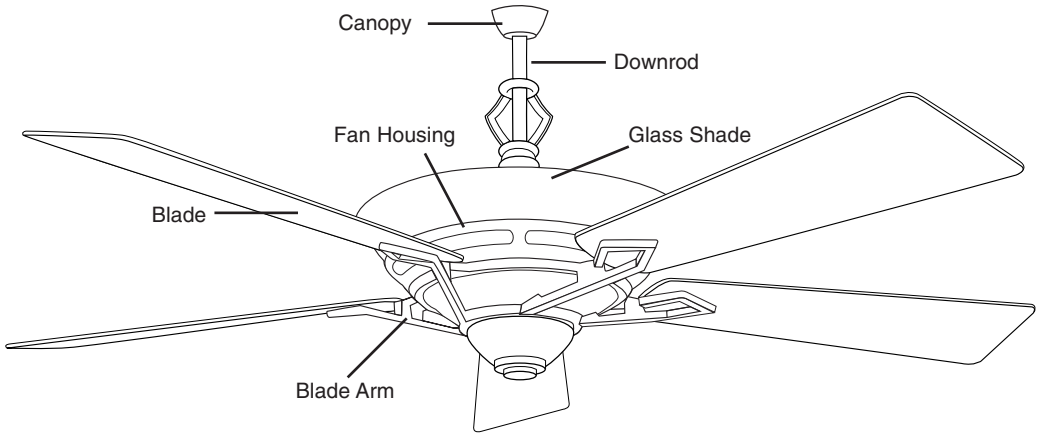
1. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
2. Examine all parts. You should have the following:



1. Hanging bracket
2. Ceiling canopy
3. Downrod/ball assembly, 10" and 6"
4. Decorative downrod cover
5. Collar cover
6. Lower decorative irons (3)
7. Six candelabra base (E12) 15w bulbs
8. Glass shade
9. Fan housing with motor **(Remove rubber shipping supports around motor, if included on your fan. Save screws.)**
10. Blade arms (5)
11. Detachable switch housing mounting hub
12. Switch housing
13. Balance kit
14. Remote control in-wall transmitter and receiver
15. Blades (5)
16. Bracket hardware (wood screws, washers, wire nuts)
17. Blade arm to motor screws (10)
18. Blade to blade arm screws w/washers (15)
19. Downrod pin and cotter pin
20. Glass mounting screw and washer (3)

Preparation

Parts identification on assembled fan

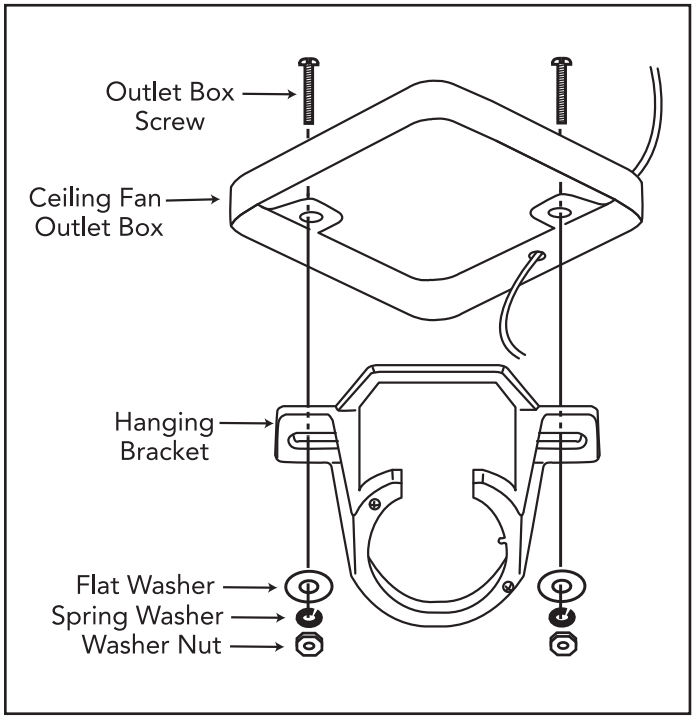


Preparation:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box. **Do not lay motor housing on its side** as this could result in shifting of motor in decorative enclosure.

Installing the Hanging Bracket

Caution: To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.



1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joist must be sound and of adequate size to support 70 lbs. (See Page 1, Items 3 and 4).

2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 70 pounds.

3. Attach hanging bracket to outlet box using screws provided with the outlet box.

INSTALLING THE FAN

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1. Carefully support fan housing (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.

2. Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.

3. Attach glass w/screws to the top of the motor housing.

4. Feed the wires from top of fan through the end of the downrod, and set end of downrod into mounting collar so the hole in the downrod lines up with the hole in the side of the mounting collar.

5. Insert downrod pin through holes in mounting collar and downrod and insert cotter pin to secure downrod.

6. Tighten security screw against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten lock nut to mounting collar.

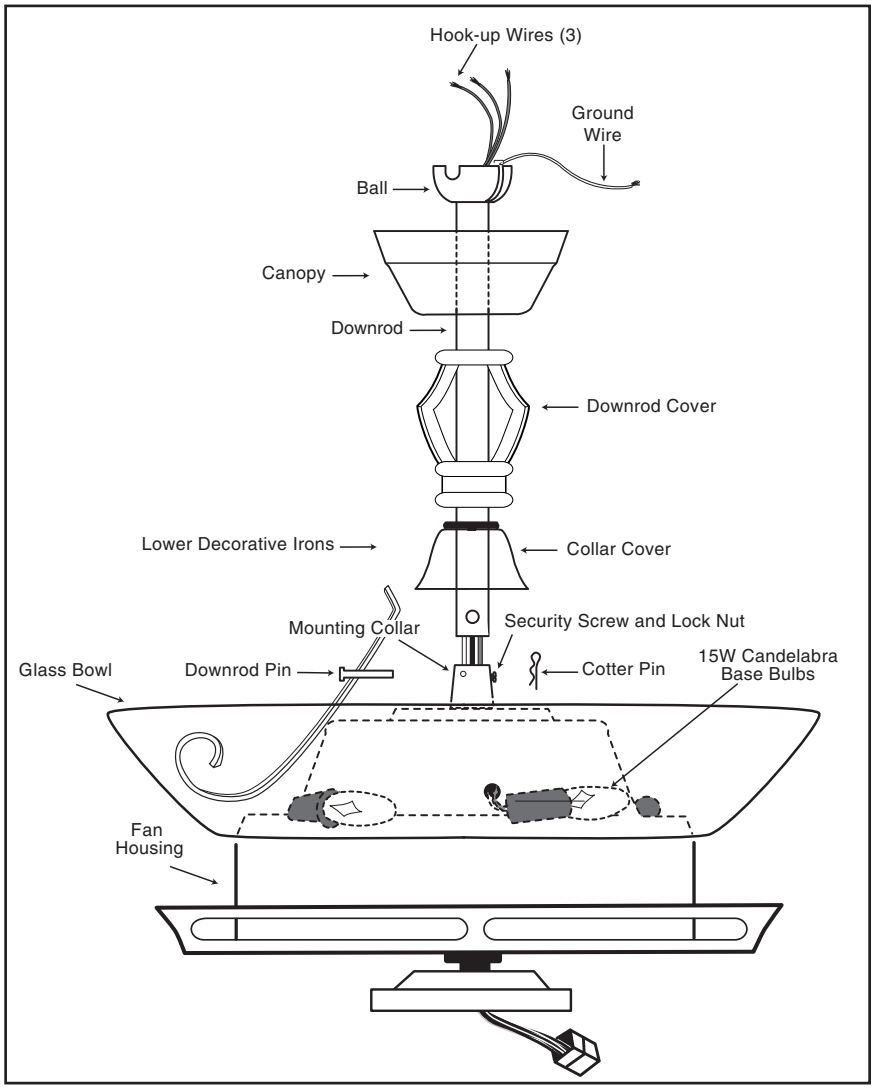
NOTE: Fan has 6 feet of hook-up wire in case you are using a long extension downrod. Wires can be cut so only 8 inches or so extend beyond the top of the downrod to make the electrical connections easier and safer.

7. Feed wire through collar cover, slide cover down over collar assembly.

8. Feed wires through downrod cover assembly and slide assembly down to collar cover and secure in place with licking screws.

9. Feed wires through canopy and slide canopy over downrod to lay on top of downrod cover assembly. Canopy will be attached to ceiling later.

10. Feed wires through ball and slide ball over downrod, past hole in the top end of downrod. Insert ball pin (removed in Step 2), slide ball up and tighten set screw to secure ball in place.



11. Install 6 candelabra base bulbs (E12, 15w max) in top sockets.

***NOTE: If using a 6" downrod, remove downrod cover from fan assembly.**

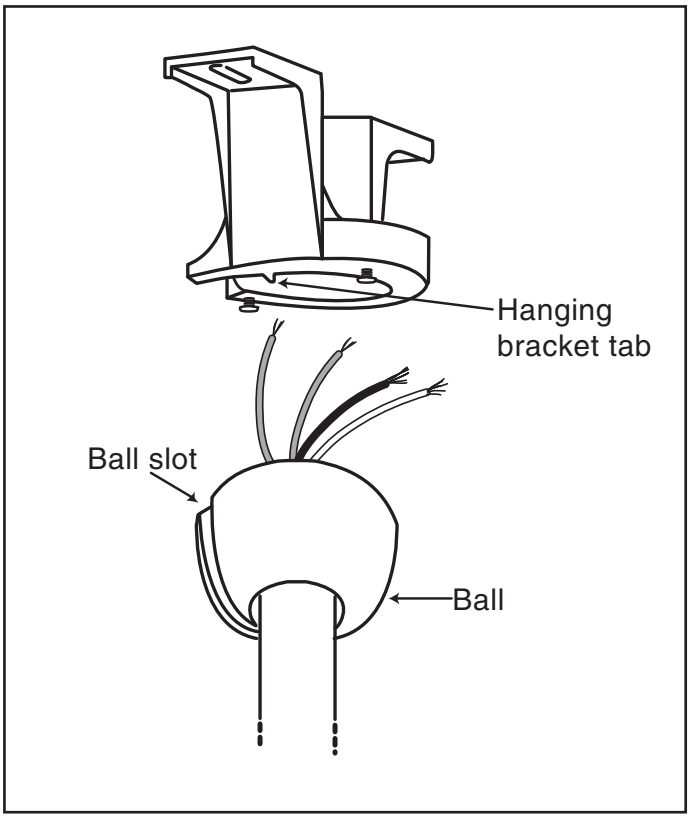
HANGING THE FAN

WARNING: To avoid damaging the blade arms and blades, do not install them onto fan until fan is fastened to ceiling.

1. Lift ball/downrod/fan into hanging bracket opening.
   NOTE: The tab opposite hanging bracket opening should fit in slot on ball.

2. Make wire connections, (refer below to "Electrical Connections").

3. Slide canopy up and fasten to hanging bracket with 4 screws provided.



GENERAL INFORMATION

Multiple code choices are included with your fan's remote control in case:

- you have more than one remote control fan and want them to respond only to their own remote control
- you have other radio controlled devices in your home that may interfere with the fan remote control (i.e. garage door opener)
- you experience radio interference on a chosen frequency (code setting)
- do not use factory settings, reset cods

SET-UP AND OPERATING INSTRUCTIONS

Setting the code:

This unit has 16 different code combinations. To set the code, perform these steps:

1. Setting the code on the TRANSMITTER [Fig. 1]:
   a. Remove battery cover.
   b. Slide code switches to your choice of ON or OFF position. Use a small screwdriver or ball point pen to slide each switch firmly up or down.
   c. Install 9v battery (not included).
   d. Replace battery cover on transmitter.
2. Setting the code on the RECEIVER [Fig. 2]:
   a. Locate the code switches on the bottom of the remote receiver.
   b. Slide code switches to the SAME POSITIONS as set on your transmitter.

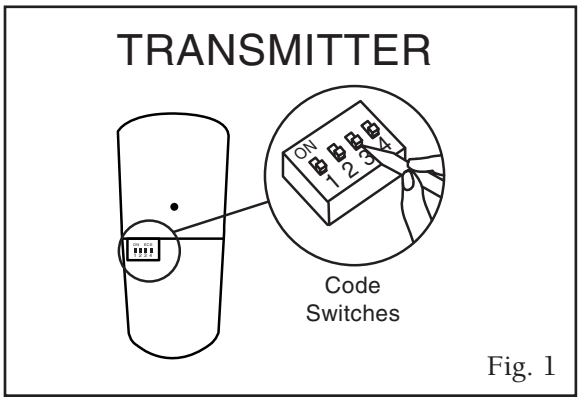


Fig. 1

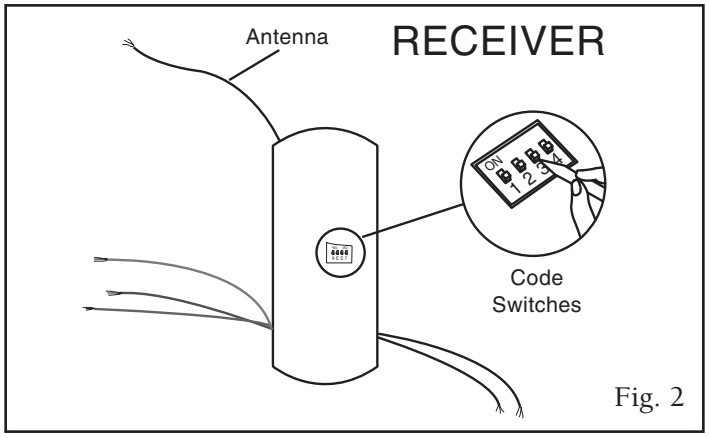


Fig. 2

After codes are set, install the receiver in the space above the ball in the hanger bracket [Fig. 3]. Be careful not to pinch any of the receiver's wires.

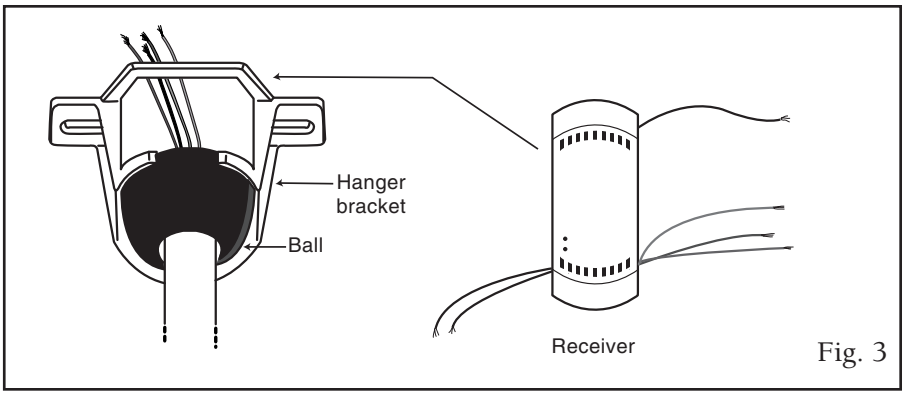


Fig. 3

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*** Be sure electricity is turned off at the main power box before wiring.***

Five wires are connected to the fan
Black - the "hot" power to run fan.
White - the "common" power to run fan and light, also referred to as "AC neutral".
Blue - power for light.
Orange - power for uplighting
Green - ground wire.

Six wires are connected to the remote control receiver. Four will connect to the four wires coming out of the fan (matching color to color) and the remaining black wire and white wire will connect to the building AC circuit, ground to ground.

BE SURE ELECTRICITY IS TURNED OFF AT THE MAIN POWER BOX BEFORE WIRING.

Connect six power wires as shown [Fig. 1], using wire nuts provided. Connect green ground wire to building ground wire circuit. Extend antenna wire inside canopy, but do not attach to any other wire.

NOTE: If power to the fan's electrical ceiling box is controlled by a wall switch, the wall switch must remain ON for the radio remote control to operate. Turning the wall switch OFF will turn off all fan/light functions and resets the receiver back to default mode. The wall switch will need to be turned back ON to allow use of remote control.

* Restore power by replacing fuse or resetting circuit breaker ONLY AFTER ALL INSTALLATION AND ELECTRICAL WORK IS COMPLETED AND DOUBLE-CHECKED.

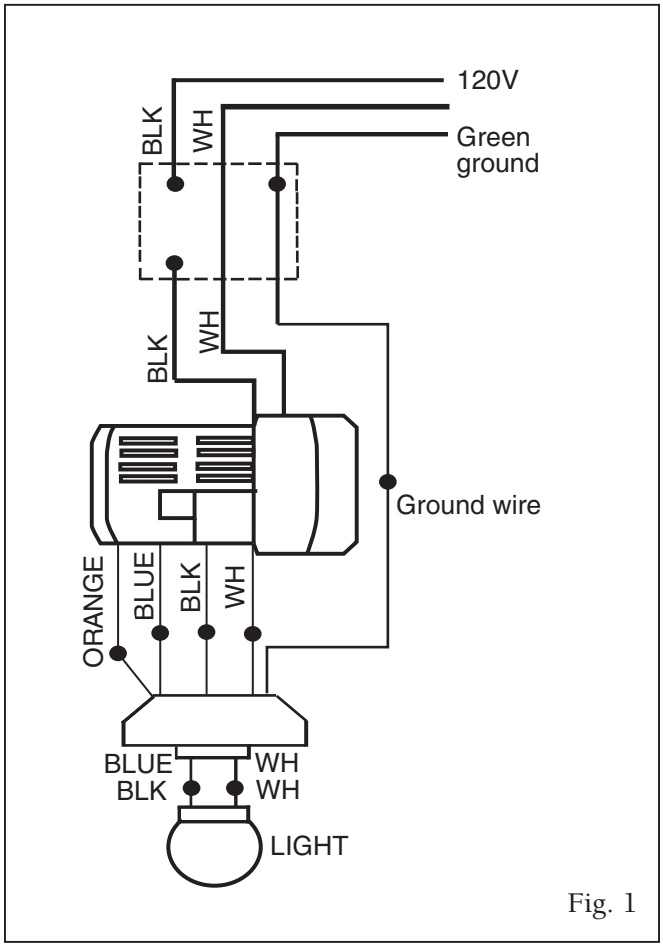


Fig. 1

Blade & Blade Arm Attachment

REGENCY® CEILING FANS

1. Place washer on screw. Insert this assembly through the blade and start the screw into the blade arm. Repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm (Fig. 1).

2. Tighten each screw, starting with center screw.

3. Fasten blade assembly to motor with provided screws and metal lockwashers (Fig. 2). repeat procedure for remaining blades. Make sure screws are TIGHT! Loose motor screws can contribute to unnecessary hum and wobble during operation.

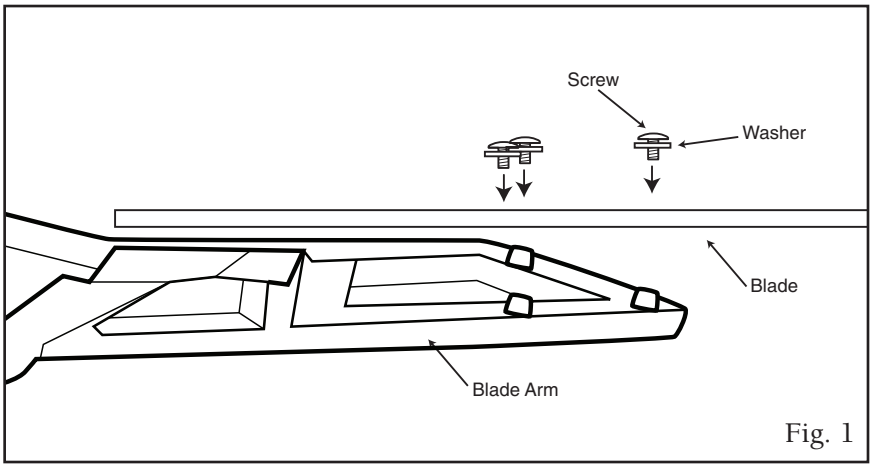
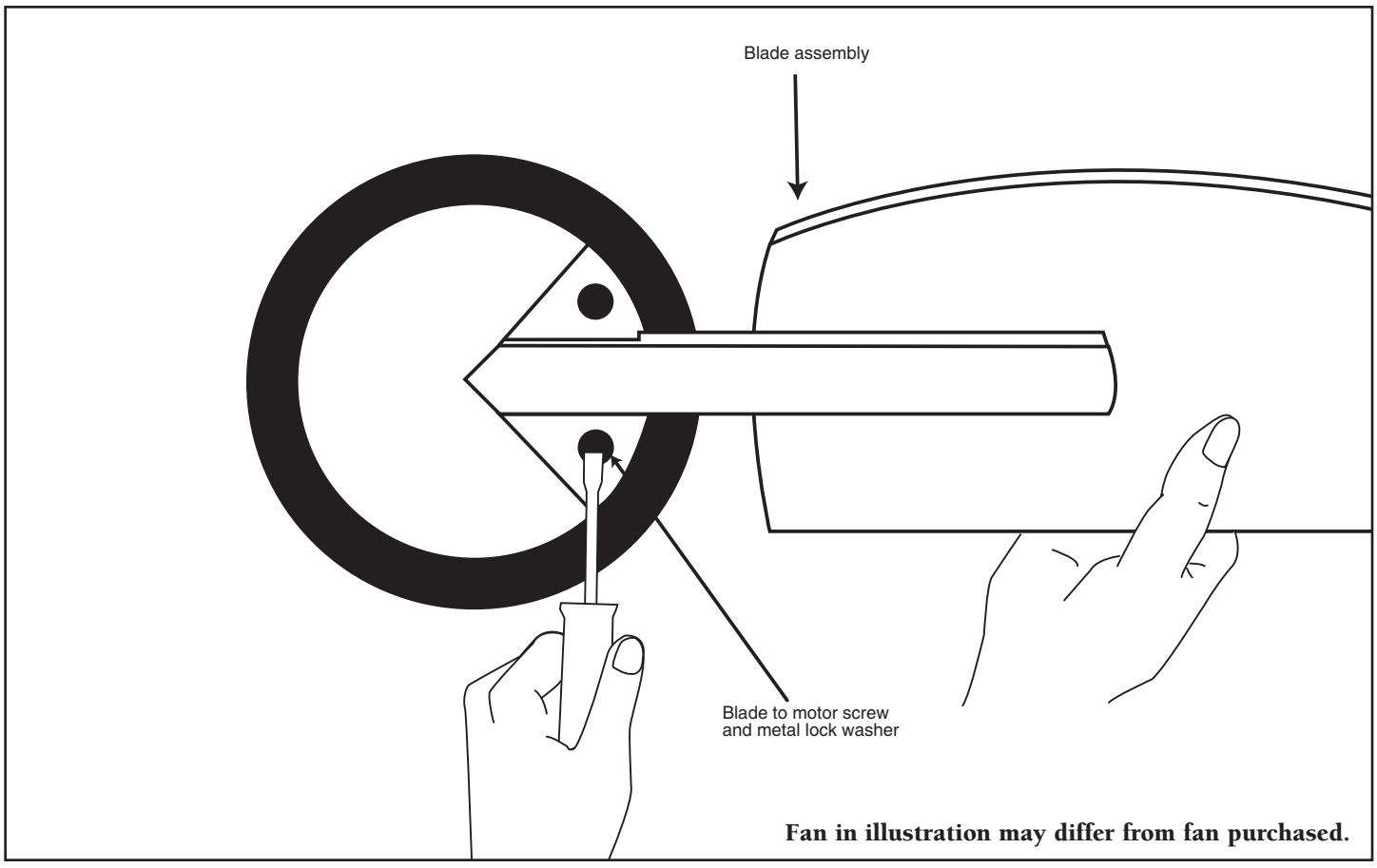


Fig. 1

NOTE: Cordless power screwdrivers are NOT recommended, as they tend to strip the heads of the screws and usually will not fully compress the spring washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the spring washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.



Fan in illustration may differ from fan purchased.

Installation of Detachable Switch Housing

REGENCY® CEILING FANS

NOTE: Be sure to turn of the power before installing.

1. If installing a light kit, attach to switch housing per instructions supplied with light kit. See "Electrical Connections" for hook-up of light kit. Carefully remove kit plug in bottom of switch housing.

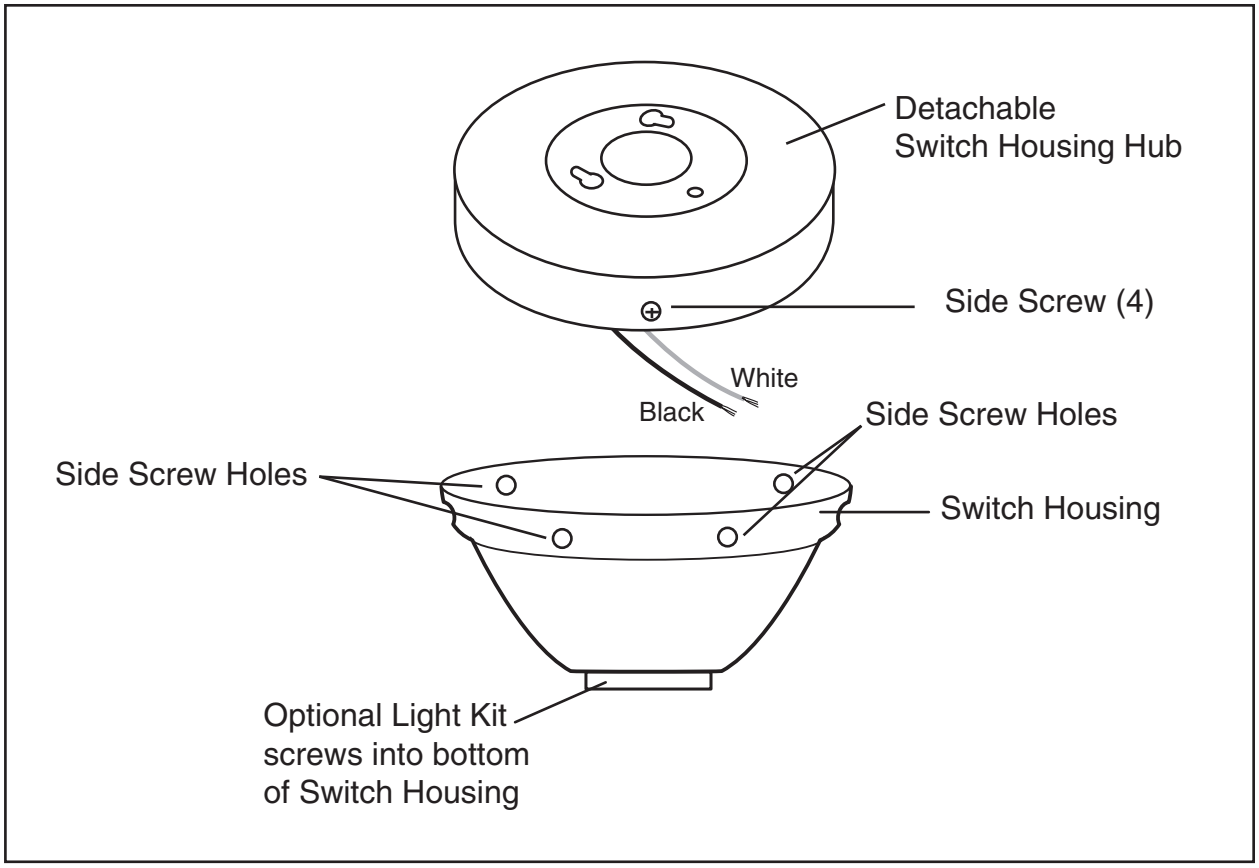
2. If not already installed, install detachable switch housing mounting hub. Remove only one screw and loosen the other two only. Install detachable switch housing mounting hub and re-install screw. Tighten all three screws once loose screw is re-installed.

3. If installing all optional light kit, remove disc type plug threaded into switch housing. Install fixture to switch housing and wire fixture to fan wire.

4. Attach the switch housing to the detachable switch housing mounting hub by first removing one of the four mounting screws. Loosen the other 3 screws so housing will fit behind the screw heads. Align holes in switch housing with mounting hub screws.

5. Insert side screw that was removed and tighten all four screws.

6. Turn the power on. Your fan is ready for operation.



OPERATING BUTTONS ON THE TRANSMITTER

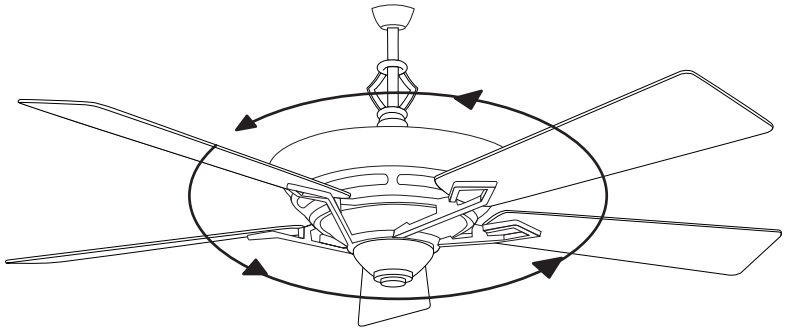
HI – fan high speed
MED – fan medium speed
LOW – fan low speed
FAN/OFF – fan speed off
LIGHT – light brightness and off function for uplight, and one for downlight
FOR/REV – forward and reverse

- The light functions are controlled by pressing the light button. Hold button down to increase or decrease light brightness. Tap button quickly to turn light off or on for either uplight or downlight.

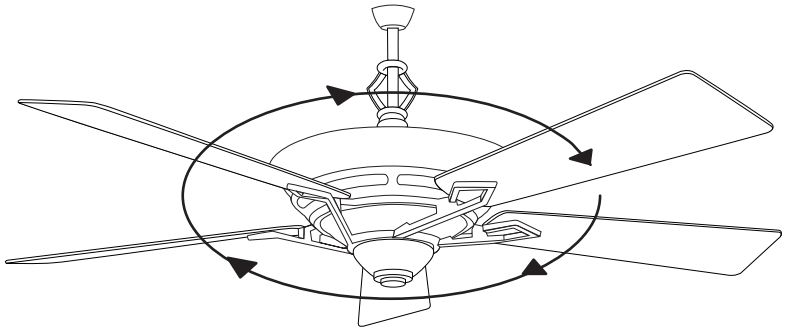
- Keep pressing the button for more than one second to dim the light and vary it cyclically from dim to bright and back again.

- Range of the transmitter is approximately 25 ft.

- Forward/Reverse Direction:
  Forward is a counterclockwise rotation of the blades when viewed from beneath the fan. This will create a downward breeze that can be felt below the fan. This is the normal direction for the fan to run when the weather is warm.
  Reverse (clockwise) will draw air up through the blades and towards the ceiling, down the walls, and into the living space during the cooler months.



WARM MONTHS
Forward (counterclockwise)



COOL MONTHS
Reverse (clockwise)

Care and Cleaning

Periodic cleaning of your new ceiling fan is about the only maintenance that is needed. Only use a soft brush or lint free cloth to avoid scratching the finish. **DO NOT** use water when cleaning your ceiling fan. It could damage the motor or the wood blades, and/or create the possibility of electrical shock.

NOTE: Periodically it may be necessary to re-tighten blade screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges and in fans with painted or high gloss blades.

NOTE: When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades.

Troubleshooting - In Case of Difficulty

IMPORTANT: To prevent damage or cause injury, be sure that fan is switched to off and blades have stopped moving completely before attempting to change direction of rotation.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan and switch housing wiring. Make sure forward/reverse switch is set to one or the other position, not stuck in between.

2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blade brackets to the motor are tight. Check that wire connectors in switch housing are not rattling against each other or the interior wall of the switch housing. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.

3. If fan wobbles: Check that all blades are firmly screwed into blade arms. Check that all blade arms are firmly secured to the motor. Make sure that the light kit (if present) is firmly attached to switch housing and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip - if measurements from blade tip to blade tip are not equal, loosen screws connecting blade to bracket one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation. Blade arms can be bent slightly to restore same pitch to all blades if a blade is different than the other blades when viewed edge on.

Thank you for purchasing a Regency Ceiling Fan.

Write to us at:
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Fenton, MO 63026

For additional troubleshooting tips,
visit us on the Web at: **www.regencyfan.com**